

This pamphlet has been developed to explain the requirements and the license renewal process for every chiropractor licensed to practice in Michigan.

The Michigan Public Health Code and Board administrative rules requires every chiropractor to complete, during the 2-year period prior to the expiration date of the license, not less than 24 hours of continuing education in courses or programs approved by the Board. Pursuant to this requirement, the Board of Chiropractic has promulgated rules to establish specific criteria for the Board's approval of continuing education courses and programs.

REQUIREMENTS FOR RENEWAL

The continuing education requirements apply to every chiropractor renewing a Michigan license that held the license for the 2-year period immediately preceding the date of the license renewal. The requirements apply whether or not the chiropractor is actively engaged in the practice of chiropractic. No one is exempt from this requirement.

Each chiropractor is required to complete 24 hours of continuing education in courses or programs approved by the Board.

Every chiropractor that is renewing his/her license should retain records documenting the completion of continuing education. Those documents should be retained for a period of 4 years.

DO NOT SEND THE CONTINUING EDUCATION DOCUMENTS along with the license renewal application. The Department of Community Health, Bureau of Health Professions will conduct an audit, at the conclusion of the renewal period. Chiropractors chosen for audit through an automated random selection process will be contacted by letter to submit documented evidence of the completion of 24 hours of continuing education credit.

DO NOT RENEW YOUR LICENSE IF YOU DO NOT HAVE THE REQUIRED 24 HOURS OF CONTINUING EDUCATION CREDITS.

A chiropractor who is unable to provide evidence of completion of the continuing education requirements, when requested, is in violation of the Michigan Public Health Code and subject to one or more of the following possible license sanctions: reprimand, probation, denial, suspension, revocation, limitation, restitution, and fine.

Accredited sponsors are required to provide attendance certificates that indicate name of licensee, program dates and number of designated hours. Further information about programs with accredited sponsorship may be obtained by contacting the accredited sponsor.

REQUIREMENT FOR RELICENSURE

"Relicensure" means the granting of a license to a person whose license has lapsed for failure to renew the license

within 60 days after the expiration date.

Chiropractors applying for relicensure pursuant to R338.12008 (2)(a) – **MUST HAVE COMPLETED, IN THE 3-YEAR PERIOD IMMEDIATELY PRECEDING THE APPLICATION FOR RELICENSURE, 36 HOURS OF CONTINUING EDUCATION IN PROGRAMS APPROVED BY THE BOARD WITH NOT LESS THAN 24 HOURS IN COURSES ON CHIROPRACTIC ADJUSTING TECHNIQUES.**

R 338.12008a **ACCEPTABLE CONTINUING** **EDUCATION**

Rule 8 (1) The Board shall consider any of the following as board-approved continuing education:

(a) Successful completion of a course or courses offered for credit in a chiropractic school approved by the Board under R 338-12006. **If audited, the licensee must submit a copy of the transcript showing credit hours of the academic courses related to chiropractic.**

(b) Successful completion of a continuing education program offered by a chiropractic school approved by the Board under R338.12006.

If audited, the licensee must submit a copy of a letter or certificate showing his/her name, hours earned and the date on which the program was held.

(c) Renewal of a license held in another state that requires continuing education for license renewal, which is substantially equivalent to the requirements of these rules if the applicant resides and practices in that state. **If audited, the licensee must submit a copy of current license that was renewed in another state, proof of continuing education requirements that were met to renew that license, proof of practicing and residing in said state.**

(2) The Board shall consider requests for approval of continuing education programs by sponsors who submit applications on a form provided by the department. For purposes of this rule, 1 hour of continuing education is defined as 50 minutes. The Board shall evaluate applications for approval based upon all of the following:

(a) Programs shall have content outlines and schedules.

(b) Sponsors shall provide a listing of program materials

(c) Sponsors shall provide information relative to the method for monitoring attendance.

(d) Sponsors shall furnish evidence of attendance to attendees.

(e) Program instructors or presenters shall demonstrate qualifications and knowledge in the subject matter.

(f) Programs shall relate to the general subject area of the practice of

chiropractic. **If audited, the licensee must submit a copy of a letter or certificate showing his/her name, hours earned and the date on which the program was held.**

(3) Programs considered for approval under sub rules (1) and (2) of this rule shall not receive credit for those portions of programs covering areas that include practice building, marketing administration, or financial advancement.

Completion of the required continuing education activities must be independently verified by an official source other than the licensee.

Renewal Procedures

Chiropractic licenses are renewed every 2 years by November 30. Although a 60-day late renewal period is allowed, the 24-hour continuing education requirement must be completed by November 30. Submission of the renewal application form certifies that the requirements are met. If the renewal requirements have not been completed, the renewal application should not be submitted. If a waiver is necessary, an application should be made after the licensee receives the renewal application in early October, but before the license expires on November 30. Licensees who have not been granted waivers should allow their licenses to expire. Application for relicensure may be made upon completion of the continuing education requirement.

Information, forms and instructions for obtaining board approval can be obtained from the Continuing Education Section of the

Department of Community Health, Bureau of Health Professions.

CONTINUING EDUCATION WAIVERS

The Michigan Public Health Code authorizes the Board of Chiropractic to waive the continuing education requirements for a license renewal applicant if, upon written application, the Board finds the failure of the licensee to attend the required board-approved courses or programs was due to the licensee's disability, military service, absence from the continental United States, or a circumstance beyond the control of the licensee which the Board considers good and sufficient. Pursuant to this authority, the Board has promulgated guidelines that set forth the policy the Board will follow in granting a waiver. The guidelines provide for the following:

DISABILITY: The licensee's disability shall have been temporary in nature and the licensee's physician shall attest on the application that the disability no longer prevents the licensee from attending educational programs and engaging in the practice of chiropractic without limitation.

MILITARY SERVICE: The licensee shall have been practicing chiropractic while in active service of the United States, shall have been licensed at the time of induction or entering into service, and shall have requested that his or her license be placed in military status to continue in effect without payment of the license renewal fee pursuant to Section 16196 of the Public Health Code.

ABSENCE FROM THE UNITED STATES:

The licensee shall establish that board-approved educational programs were not available within a reasonable distance from which the licensee was located and the licensee shall provide evidence of attendance at educational programs that substantially meet the requirements for approval by the Board.

OTHER CIRCUMSTANCES BEYOND LICENSEE'S CONTROL:

For circumstances, other than disability, military service, or absence from the continental United States, the licensee shall submit compelling evidence that the circumstances were good and sufficient for a waiver of the requirements.

If the Board finds that any of the conditions for waiving the requirements have been met, the number of hours waived shall be proportional to the length of time the licensee was temporarily disabled, in active military service, outside the continental United States, or involved in circumstances beyond the licensee's control. The Board will not waive the requirements prospectively, nor will the requirements be waived for a licensee whose circumstances changed in time to reasonably allow the licensee to complete all or part of the requirements before license renewal.

To summarize:

- * All Michigan licensed chiropractors must complete 24 hours of board approved continuing education within the 2 years immediately preceding the expiration date of their license.

- * Submission of the renewal application and fee is considered a statement that the CE requirement has been met.
- * Failure to complete the CE requirement is considered a violation of the Public Health Code.

The Department of Community Health will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, marital status, disability or political beliefs. If you need assistance with reading, writing, hearing, etc., under the American's with Disabilities Act, you may make your needs know to this agency.

OHS-LCH-0700

Continuing Education Requirements for Michigan Chiropractors

Authority: Public Act 368 of 1978, as amended
This form is for Information only
State of Michigan

Department of Community Health
Bureau of Health Professions
P.O. Box 30670
611 W. Ottawa St., First Floor
Lansing, Michigan 48909
*(517) 335-0918

*NOTE: If it is necessary that you call regarding your continuing education, the following instructions will assist you with the automated telephone system:

1. At the first prompt, press 1.
2. At the second prompt, press 2.
3. At the third prompt, press 4.

You will then reach the continuing education automated system and can make your final selection.

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